



INDIANA STATE FAIRGROUNDS ★ 1202 EAST 38TH STREET ★ INDIANAPOLIS, IN 46205

TITLE: EMPLOYMENT OFFICE INTERN

INTERNSHIP DATES: May through August, start and finish dates are negotiable.

Paid Internship

GENERAL DESCRIPTION:

The position of Employment Office Intern reports to the Human Resources Manager. This position is responsible for providing assistance to the Human Resources Manager in the coordination of employment office activities. The State Fair Employment Office is responsible for hiring and processing approximately 900 seasonal employees to work the Indiana State Fair.

RESPONSIBILITIES:

1. Perform basic office duties such as answering telephones and maintaining files.
2. Distribute and collect applications for gates, parking and security positions for the Fair.
3. Assist with the planning and execution of employee recruiting.
4. Recruit and schedule volunteer groups to work the Fair.
5. Complete employee background checks on applicants.
6. Assist with scheduling and executing applicant interviews.
7. Assist in planning and executing employee orientation.

Through mid-July, this position will work up to 40 hours per week. Thereafter, the incumbent must be available to work 10 or more hours per day including mandatory weekends. The incumbent should have strong written and verbal communication skills and must be able to stay through the end of the Fair. The Fair's last day is August 23rd.